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STARS MANUAL

WARRANTS AND CANCELLATIONS

INTRODUCTION

This chapter will provide you with an understanding of the process of writing, redeeming and cancelling warrants. Some topics of this chapter will include procedures and the forms necessary to perform the different types of cancellations.

CURRENT REVISION LOG

04/25/2006 - Added DAFR0296 Requestable Warrant Writing Exception Report

04/17/2006 - Changes to what prints on the warrant remittance advice

10/21/2003 - Revision on EFT Warrant Write for overflow invoice items.

WARRANT – WHAT IS IT

A warrant is an order drawn by the legislative body or governmental unit authorizing the payment of a specified sum of money to the person named or bearer. Warrants may be payable upon demand from the funds available, so they are similar to bank checks in the way that they are circulated for redemption. Warrants are generated through the State Controller's Office and paid (redeemed) through the State Treasurer's Office.

WARRANT – UNDERSTANDING THE BASICS

CREATING A WARRANT

Transactions that process in STARS update different files based on the individual transaction code. The transaction code identifies:

- The general ledger impact.
- The financial files to post and the specific fields in the financial files to post.
- Whether to generate a warrant.
- The data elements that are required, optional, or not allowed for proper file updates.

Recording expenditure and disbursement transactions and refunds are the most frequent accounting activities in most agencies. These types of transactions usually generate a warrant for payment to an outside entity. For payments between state agencies, see the [Interagency Billing](#) chapter.

WARRANT WRITE INDICATOR

Each STARS transaction code has a warrant write indicator - **WAR-WRITING**. This tells STARS whether to post the transaction to the STARS Warrant Files in order to create a warrant or EFT.

Below is an example of a common transaction code used to write warrants.

```

VERSION 3.1 STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY S028
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
TRAN-CODE: 230 TITLE: RECORD A EXPENDITURE VOUCHER NOT PREVIOUSLY ENCUMBERED
GENERAL-LEDGER- DR-1: 4200 CR-1: 1003 DR-2: CR-2:
POSTING DR-3: 1003 CR-3: 2101 DR-4: CR-4:
TRANSACTION CI MODI N RVRS INDX R PCA R BUDU R FUND R FDTL ESUB I
EDIT-INDS EDTL RSUB N RDTL N SUBS N MULT GLA N VNUM I VNAM VADD
PCN N PROJ GRNT CDOC I RDOC INVC DOCD DUDT N WARR N SECA N
POSTING-SEQ: 5 REGISTER-NO: 4 WAR-WRITING: 1 CLEAR-FUND: Y VEND-PAYMENT: Y
GEN-TC: GEN-ACCR-TC:

```

The third pair of general ledgers will post to outstanding warrants payable in a statewide warrant-clearing fund 0649. This general ledger will be cleared as warrants are redeemed through the State Treasurer's Office.

STARS currently uses these values for the **WAR-WRITING** indicator:

Value	Description
0	Do not create a warrant or post a record to any warrant files.
1	Create a warrant and post the record to the warrant file that writes warrants.
3	Do not create a warrant but post a record to the warrant file that controls warrants because a manual warrant has already been created.
4	Redeem the warrant on the warrant file that controls warrants.

STARS ASSIGNED WARRANT NUMBERS

STARS assigns the following warrant numbers:

Warrant Number Range	Warrant Type
100000000 – 999999999	Regular warrant
010000000 – 099999999	Electronic Funds Transfers (EFTs)
009000000	Manual expedite

WARRANT AND THE REMITTANCE ADVICE

The warrant has two parts - the warrant and the remittance advice - that normally have the following information:

WARRANT

STARS generates a Warrant section for payees to deposit into their financial accounts.

Warrant (check) part of the warrant

State Controller information	Bank Number
Agy Number Warrant number Date	
Addressee	Amount
Bank written on (bank processing information)	State Controller signature

REMITTANCE ADVICE

STARS generates a Remittance Advice for each warrant or EFT. The remittance advice contains information that is useful to the vendor in determining which accounts to credit the payment.

Remittance advice part of the warrant – Contains transaction detail

Your Agency		Your contact phone number
Vendor number	Warrant number	Warrant Date
<u>Invoice No/Acct No</u>	<u>Description</u>	<u>Amount</u>
XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XX.XX

- STARS transactions with the same invoice number and invoice description will be combined and printed as one line on the remittance advice.
- STARS transactions with a different invoice number or a different invoice description will print on a separate line.
- The lines on the remittance advice will be in invoice order and then in alphabetical order by invoice description.
- A separate remittance advice will be created if there are more than 26 lines to print.

DISBURSEMENT METHOD INDICATORS

STARS uses the Disbursement Method Indicator (DMI) to first sort warrants in a specific order before printing. Warrants can be printed in zip code order, agency order, pay location order, etc. The DMI is also used for special handling of warrants, such as warrants that need dual endorsements.

The DMI field is found on the STARS transaction entry screen. The two most common DMIs that are available for use by all agencies are the regular (blank) and the Low volume (L). The regular DMI sorts in zip code order for mailing. The low volume DMI sorts into agency order for return to your agency for mailing.

Remittance advices for vendors paid with an Electronic Funds Transfer (EFT) can be returned to your agency by entering an **L** for low-volume as the disbursement method indicator. However, we do not recommend using the **L** for low-volume on EFT payments unless you have enclosures that must be mailed with the remittance advice.

The controls for the different DMIs are set up on the STARS descriptor table 57. The valid Disbursement Method Indicators (DMI) can be viewed on the STARS descriptor table 57. See the [Statewide Descriptor Table](#) chapter for the other valid DMIs (D57).

If the transaction has a warrant write indicator of **1** for create a warrant, STARS uses the following files for writing and controlling the warrant or EFT:

- The [Warrant Write File \(WW\)](#) for temporary information to process a warrant.
- The [Warrant Control File \(WC\)](#) for holding place for warrant information once STARS generates a warrant.
- The [Warrant Detail File \(WD\)](#) for detail information of the warrant amount in the Warrant Control file.

These files provide a method to assign bank numbers to the warrants as well as for warrant tracking and control capabilities. All electronic payments to vendors also post to the above warrant files. For more information about Electronic Funds Transfers (EFT), see the [Electronic Funds Transfer](#) chapter.

NOTE: If the transaction has a warrant write indicator of **3** for manual warrant, STARS skips the Warrant Write File and posts to the Warrant Control and Warrant Detail files.

WARRANT WRITE FILE (WW)

STARS stores data in the Warrant Write File (WW) to create warrants. All transaction information relating to the creation of a warrant posts to the WW File. Once the warrant is created, STARS deletes the records from the WW file. STARS will then post this information to the Warrant Control and Warrant Detail Files.

Before a transaction posts to the Warrant Write file, STARS performs a cash-edit against your agency's fund on the transaction. If the edit passes and the transaction processes, STARS transfers the cash from your fund to a statewide warrant clearing fund (fund 0649). All warrants post to the warrant-clearing fund.

POSTING TO THE WARRANT WRITE FILE

STARS transaction codes that post to the Warrant Write File post a debit or credit (-) amount in the file. Expenditure and disbursement transaction codes post a debit amount. Posting a reversal of an expenditure or disbursement transaction code posts a credit (-) amount.

VERSION 3.1				STARS--WARRANT WRITING INQUIRY				S042	
FUNCTION: N (N=NEXT, P=PRIOR, R=RECALL)									
* * * * * DOCUMENT LEVEL DATA * * * * *									
AGCY: 230 DOCUMENT-NO: D2830128									
VENDOR-NO: 140689340 12 VENDOR-NAME: GE SUPPLY									
* * * * * TRANSACTION LEVEL DATA * * * * *									
D S		DOC		DUE					
M H		TRANSACTION ID		SUF	INDX	DATE	TC	AMOUNT	
		230200209114981000040		01	2428	100202	230	81.90	
		230200209114981000050		02	2428	100202	230	90.32-	
DOCUMENT TOTAL:								8.42-	

Regardless of the document number, STARS does not issue a warrant if the total of the agency transactions to a vendor is a credit (-). All of the transactions (both debit and credit amounts) remain in the Warrant Write file until the total of the transactions equal or exceed the credit amount.

If the total of all the agency transactions to a vendor is a debit, a warrant number is assigned and a warrant or EFT is issued. The warrant information is posted to the Warrant Control file waiting for future redemption or cancellation.

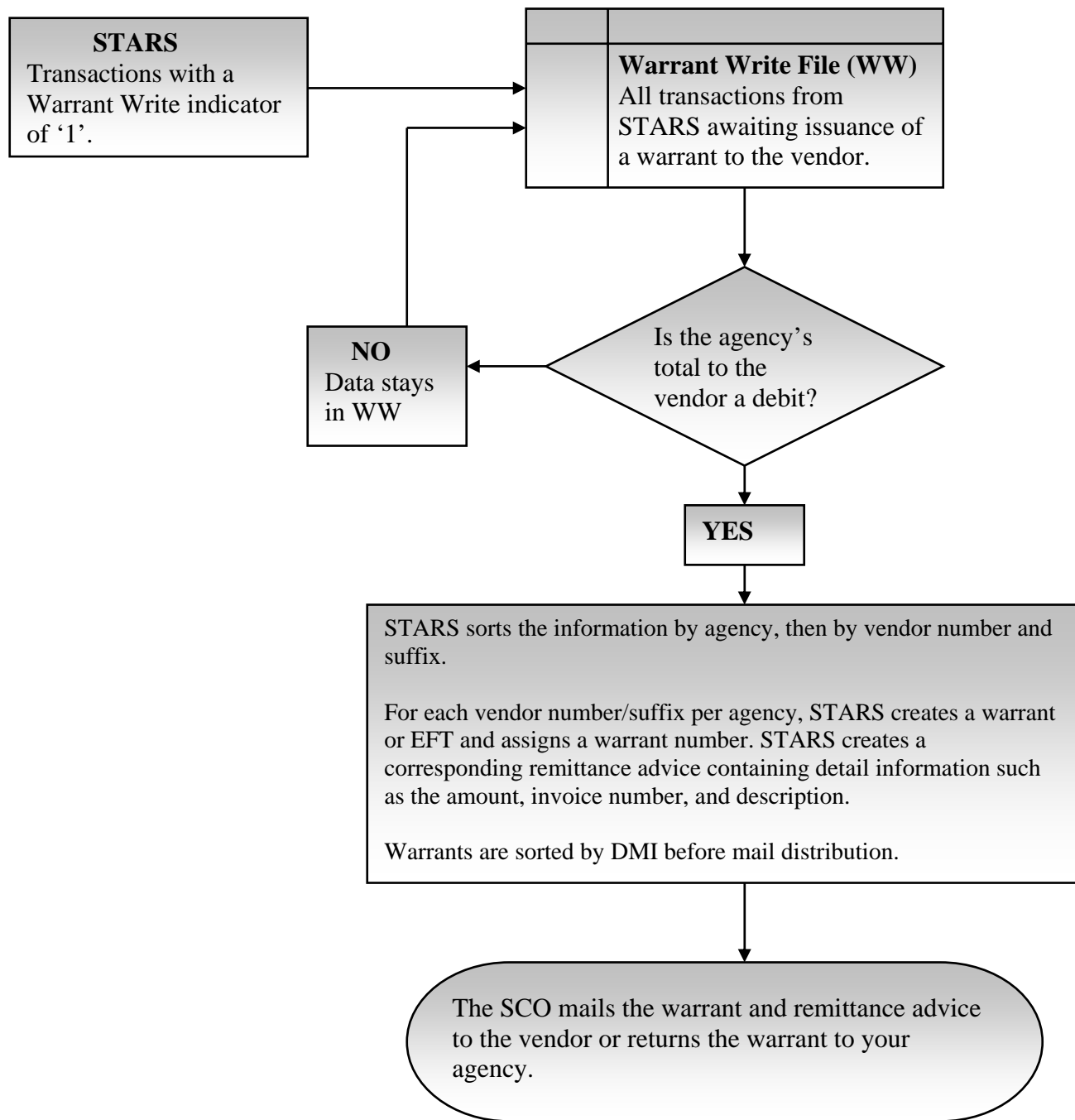
NOTE: In each nightly Input, Edit, and Update (IEU), STARS sorts all of the transactions for your agency by vendor number/suffix, regardless of the batch it is in. STARS will then combine all of your agency's expenditure or disbursement transactions for the same vendor number/suffix and will write one warrant to the vendor.

Though the vendor receives one warrant for the day, multiple transactions (up to 24) will show on the remittance advice. If there are more than 24 transactions, an overflow mailer is printed listing the additional information. The warrant will say the invoice information is being sent separately.

EFT payments are handled differently - overflow mailers are not produced for these vendors. The EFT vendor payments and credits are sorted by invoice and STARS tries to create EFT payments for each group of 24 transactions.

However, if the total of the groups of 24 is a negative amount, then the items remain in Warrant Write until they either total to a zero or to a positive amount. Should this be a continuous problem with a vendor, the vendor payment can be changed back to process a warrant instead of EFT or the agency can post payments that have invoice numbers that will break up the groups of 24.

WARRANT WRITE PROCESS FLOWCHART



WARRANT CONTROL FILE (WC)

Whenever STARS assigns a warrant number, it posts the warrant summary information on the Warrant Control File. STARS uses the Warrant Control File (WC) to store information regarding the status of the warrant, such as outstanding, redeemed, etc. STARS also uses this record for future redemption or cancellation of the warrant.

This file maintains summary level information, such as the total of the amount of the warrant, but not individual transactions that make up the warrant. See the Warrant Detail File for individual transaction information.

POSTING TO THE WARRANT CONTROL FILE

STARS uses the Warrant Control File to change the status of a warrant record. All warrants created through the Warrant Write process post to the Warrant Control File.

VERSION 3.1		STARS--WARRANT CONTROL FILE MAINTENANCE/INQUIRY		S047	
FUNCTION: N (R=RECALL, N=NEXT, C=CHANGE)					
WARRANT NUMBER: 115525913				DMI:	
AGENCY: 230 DEPARTMENT OF CORRECTION				ISSUE DATE: 040902	
VENDOR NUMBER/SFX: 820252080 03					
VENDOR NAME 1: ZAMZOWS INC					
VENDOR NAME 2:					
NEW STATUS:		STATUS DATE: 040902		AMOUNT: 339.60	
DAILY BEGINNING STATUS: O		OUTSTANDING		O/S IND: O	
CURRENT STATUS: O		OUTSTANDING			
ABA NO:		FINANCIAL INST NAME:			
FINANCIAL INSTITUTION ACCT NO:		ACCT TYPE:			

Every warrant number begins with an **O** for outstanding status.

NOTE: The O/S IND shows the status of the warrant at the end of the previous month.

WARRANT CONTROL STATUS

The warrant status shows the last activity on the warrant. The types of warrant status codes are:

Warrant Status	Description
O - Outstanding Warrant	A warrant that has not been cashed.
R - Redeemed Warrant (redemption)	A warrant that has been paid by the State Treasurer.
S - Stop Payment or Lift	A temporary stop on a warrant.

C - Normal Warrant Cancellation	A permanent cancellation of the warrant so the warrant cannot be redeemed. For payroll warrants, see the Cancelling Payroll Warrants section later in this chapter.
C - EFT Cancellation	A permanent cancellation of the EFT transaction because the payment never made it to the bank account.
L - Lost Warrant Cancellation	A permanent cancellation of the warrant so the warrant cannot be redeemed because the payee indicated it was lost.
F - Forgery Warrant Cancellation	STO will return the warrant back to the bank as a forgery.
M - Miscellaneous Warrant Cancellation	When you need to cancel a warrant and cannot get the required documentation.
P - Prior Year Warrant Cancellation	Outstanding warrants that have been cancelled and the cash sent to Unclaimed Property or returned to the agency due to the age of the warrant.

See the following for more detail about these different types of warrant statuses.

O - OUTSTANDING WARRANT

Outstanding warrants are warrants that have not been presented to a bank, etc. for deposit or cash. They will have an **O** for outstanding for the status on this file. On a daily basis, the State Controller's Office interfaces outstanding warrant records to the State Treasurer's Office in compliance with Section 15 of the [Idaho Code 67-1001, Duties of Controller](#).

During daily transaction processing, STARS deducts the amounts from each agency's fund based on the transaction information and sends this amount to the STARS statewide Warrant Clearing Fund (fund 0649). The warrants remain on the Warrant Control file in an outstanding status until they are either cancelled, redeemed, or become void due to age.

To ensure that vendors receive all payments due from the state, it is critical that you carefully review the monthly STARS Outstanding Warrant Report (DAFR6880), when you receive it. Every effort should be made to contact vendors regarding any warrants more than one month old. Extra care should be taken for warrants in large dollar amounts.

R - REDEEMED WARRANT (REDEMPTION)

Negotiated warrants are processed through the banking system and are sent to the State Treasurer for payment. The State Treasurer's Office redeems all STARS warrants. Everyday the State Treasurer's Office interfaces warrant redemption records to the State Controller's Office which updates the warrant status on the Warrant Control File to an **R** for redeemed. This is done in compliance with Section 8 of [Idaho Code 67-1201, Duties of the Treasurer](#).

The State Controller's Office sends a daily outstanding warrant file to the State Treasurer's Office. The STO compares their warrant redemptions against the outstanding warrant files to validate that the warrant is still valid and the funding source of the warrant. At this point, STARS has already deducted the amounts from your agency's fund and has sent the amount to the STARS statewide Warrant Clearing Fund (fund 0649).

The STO does not deduct the amount from the State Treasury until they redeem the warrant, per Section 4 of Idaho Code 67-1201. The State Treasurer's Office then sends a file of all redemptions to STARS, which removes the amount of the redeemed warrant from the STARS statewide Warrant Clearing Fund.

For a copy of a redeemed warrant, contact the State Treasurer's Office. Provide the Treasurer's Office with the warrant number and redeemed date.

CANCELLING A WARRANT

Occasionally you may need to cancel a warrant. You can request the cancellation of an outstanding warrant any time during the year by submitting the appropriate forms to the SCO.

When you cancel a warrant, STARS reverses the original transaction code that created the warrant. Depending that transaction code, STARS may restore your agency's cash and spending authority in the same fund, etc. based on the original warrant. This reversal will also clear the general ledger balance in the Warrant Clearing fund.

The cancellation generates reversal transactions in a Q batch. STARS uses the Status Date SCO enters in the on the warrant cancellation as the effective date of the transaction. Transactions that process in a Q batch do not post to the Warrant Write File, since these transactions do not issue a warrant.

For control purposes, only the SCO can change data on a Q batch. If a Q batch errors, staff in the SCO will contact the agency for information to process the batch, if necessary.

When a Q batch errors, you will see different statuses on the Warrant Control File. The Daily Beginning Status shows the warrant 'before' status and the Current Status shows the change being made. Once the Q batch processes, these would both show as a C for cancelled.

VERSION 3.1		STARS--WARRANT CONTROL FILE MAINTENANCE/INQUIRY		S047	
FUNCTION: N (R=RECALL, N=NEXT, C=CHANGE)					
WARRANT NUMBER: 116132364			DMI:		
AGENCY: 290 IDAHO TRANSPORTATION DEPT			ISSUE DATE: 091702		
VENDOR NUMBER/SFX: 820313172 00					
VENDOR NAME 1: RICHFIELD SENIOR CITIZENS					
VENDOR NAME 2:					
NEW STATUS:		STATUS DATE: 102202		AMOUNT: 7,164.00	
DAILY BEGINNING STATUS: O		OUTSTANDING		O/S IND: O	
CURRENT STATUS: C		CANCELLED			
ABA NO:		FINANCIAL INST NAME:			
FINANCIAL INSTITUTION ACCT NO:		ACCT TYPE:			

Prior Year Encumbrance Warrants

When you cancel a warrant that was issued against a prior year encumbrance, STARS does not reestablish the prior year encumbrance. The SCO changes the transaction code from a TC 236 reversal to a TC 230 reversal, using the current year budget fiscal year. This transaction increases an agency's current year appropriation. When you reissue the warrant, you should use current year information so the total of the cancellation and reissuance end up is zero.

NOTE: The cancelling of a warrant does not reissue the warrant. If the warrant needs to be reissued, you will have to process a transaction to create a new warrant. Normally, you would process the same transaction as the original warrant.

In the case of a prior year encumbrance warrant cancellation, you will want to reissue it with a TC 230 transaction against the current year appropriation. You can reissue the payment at the same time you submit the cancellation to the SCO, unless you do not have enough cash or spending authority.

If you need the cash or spending authority to reissue the warrant, you will have to wait until the cancellation process is complete. We recommend that you reissue the warrant in the same month as the warrant cancellation.

Payroll Warrants

The SCO Division of Statewide Payroll will reissue all payroll warrants. Agencies should send all payroll-related cancellation forms, warrants, and supporting documentation to the Division of Statewide Payroll. Upon receipt of the documentation, the Division of Statewide Payroll will correct payroll, initiate the cancellation, and reissue the warrant. The reissued warrant will be sent to you to be forwarded to the employee.

The different types of cancellations and supporting documentation required in compliance with Section 2 [Idaho Code 67-1022, Warrants, How Drawn – Lost Warrants](#).

NOTE: In all situations when the involved agency is required to send an affidavit to the State Controller, the agency shall also send a duplicate or photocopy of the affidavit to the State Treasurer.

S - STOP PAYMENT OR LIFT

A stop payment is a temporary status to stop a warrant from being redeemed until you request cancellation of the warrant or until you lift the stop payment so the warrant can be cashed. If a vendor or recipient notifies your agency that they have not received or have lost a warrant, you should immediately submit a [stop payment form \(STOPPMT\)](#) to the SCO.

The SCO will change the warrant status on the Warrant Control file to an **S** for stop payment. On a daily basis, the SCO interfaces a file that includes stop payments to the Treasurer's Office to prevent the State Treasurer from redeeming the warrant.

A lift is the removal of the stop payment. If the vendor finds a warrant that was previously reported lost and wants to cash it, and the warrant has an **S** for stop payment status, you should submit a lift to the SCO by completing the STOPPMT form.

The SCO will change the warrant status on the Warrant Control file back to an **O** for outstanding, making the warrant available for cashing. On a daily basis, the SCO interfaces a file that includes the stop payment lifts to the Treasurer's Office to allow the State Treasurer to redeem the warrant.

C - NORMAL WARRANT CANCELLATION

A normal cancellation is used when you need to cancel a warrant that you have in your possession. The steps for the normal cancellation process are:

1. Stamp or write "VOID" on the face of the warrant.
2. Complete a CANCEL form and attach the warrant to the form. [Click here to download a CANCEL form](#).
3. Send the completed CANCEL form and warrant to SCO, Division of Statewide Accounting.
4. If the warrant needs to be reissued, your agency must reissue the warrant through STARS in the same manner as other disbursements are made.

Once the SCO receives the form and warrant, the Current Status on the Warrant Control File will be changed to show as a **C** for cancel, with a new status date showing the date of cancellation.

L - LOST WARRANT CANCELLATION

A lost cancellation is when a vendor does not receive a warrant in the mail or misplaces or accidentally destroys it. In accordance with Idaho Code 67-1022, have the vendor sign and notarize an affidavit form. The steps for the lost cancellation process are below.

1. Agency and payee will complete an AFFIDAVIT form for cancellation of a warrant. [Click here to download an AFFIDAVIT form](#). If you have created the warrant payable to more than one payee, they must all sign the affidavit.
2. Make a copy of the completed Affidavit form and send it to the State Treasurer's Office.
3. Complete a CANCEL form. [Click here to download a CANCEL form](#).
4. Send the completed CANCEL and original AFFIDAVIT forms to SCO, Division of Statewide Accounting.
5. Your agency must reissue the warrant through STARS in the same manner all other disbursements are made.

Once the SCO receives the form and affidavit, the Current Status on the Warrant Control File will be changed to show as an **L** for cancel lost, with a new status date showing the date of cancellation.

F - FORGERY WARRANT CANCELLATION

A forgery cancellation is used when a warrant has been cashed by someone other than the intended vendor or payee of the warrant. One way to tell if this has happened is if a vendor contacts you about not receiving their payment, check the Warrant Control screen to see if the warrant status is an **R** for redeemed status.

Request a copy of the redeemed warrant from the State Treasurer's Office, giving them the warrant number and redeemed date. When you get the copy, ask the vendor to review the signature. If the vendor determines that the signature on the back of the warrant is not theirs, you should begin the forgery cancellation process.

Upon receipt of a signed forgery affidavit, the State Treasurer will return the redeemed warrant to the bank. The bank will then return the warrant to the party that originally cashed it. The steps for the forgery cancellation process are:

1. Agency and payee will complete a FORGERY Affidavit form for cancellation of a warrant. [Click here to download a FORGERY Affidavit form](#). If you have created the warrant payable to more than one payee, they must all sign the affidavit.
2. Make a copy of the completed FORGERY Affidavit form and send it to the State Treasurer's Office.
3. Complete a CANCEL form. [Click here to download a CANCEL form](#).

4. Send the completed CANCEL and original FORGERY Affidavit forms to the State Controller's office, Division of Statewide Accounting.
NOTE: If this is a payroll warrant, send the forms to the Office of State Controller, Division of Statewide Payroll.
5. Your agency must reissue the warrant through STARS in the same manner all other disbursements are made.
NOTE: The Division of Statewide Payroll will reissue the payroll warrant. The warrant will be sent to the agency to be forwarded to the employee.
6. The State Treasurer will return both the copy of the forgery affidavit and the original warrant back to the bank.

It is the agency's decision whether to take any legal action.

Once the SCO receives the forms, the Current Status on the Warrant Control File will be changed to show an **O** for outstanding and then to an **F** for forgery cancel, with a new status date showing the date of cancellation.

C - EFT CANCELLATION

Once a payment is processed, transmitted by EFT, and accepted by the vendor's financial institution, you cannot recover the cash by using the cancellation process. In other words, the EFT transmission is similar to a redeemed warrant. Contact the vendor for a refund since the state cannot take money out of a vendor's bank account once it is deposited.

If the financial institution cannot locate the vendor's account information, they notify the State Treasurer's Office through a Notice of Change report. This report will show if the account is closed or if they cannot locate the account number. The SCO cancels the electronic funds transfer only upon notification from the State Treasurer's Office that a vendor's account information is incorrect.

The steps to cancel the EFT are below.

1. The SCO will complete a CANCEL form and attach the Notice of Change report from the State Treasurer's Office.
2. The SCO will update the STARS Vendor Edit Table record by changing the prenote indicator on the vendor's record to an **R** for reject. Future payments to this vendor will be made by a warrant until the vendor provides new account information.
3. The SCO will send a copy of the CANCEL form and documentation to the agency.
4. Your agency must reissue the warrant through STARS in the same manner all other disbursements are made.

Once the SCO receives the report and creates a CANCEL form, the Current Status on the Warrant Control File will be changed to show as a **C** for cancel, with a new status date showing the date of cancellation.

Your agency is then responsible for obtaining corrected bank account information. Until the new account information successfully completes the prenote process and the prenote indicator on the Vendor Edit Table – SO21 changes to **Y** for yes, the vendor will continue to receive warrants.

M - MISCELLANEOUS WARRANT CANCELLATION

A miscellaneous cancellation is very rare and is only used when you do not have the warrant in your possession and do not want to have the vendor complete an affidavit. An example would be when a warrant is issued in error and then lost. Since the payment was in error, you would not want the vendor to complete the affidavit since they must certify the payment belonged to them. The steps for the miscellaneous cancellation process are:

1. Your Fiscal Officer or Department Head must write a memo on your agency letterhead explaining the reason for the cancellation and for not obtaining an affidavit. Address the memo to the State Controller, ATTN: Division of Statewide Accounting, Statehouse Mail, Boise, ID 83720.
2. Prepare a CANCEL form and attach the memo to the form. [Click here to download a CANCEL form](#)
3. Send the CANCEL form and memo to SCO, Division of Statewide Accounting.
4. Your agency must reissue the warrant through STARS in the same manner all other disbursements are made.

Once the SCO receives the form and memo, the Current Status on the Warrant Control File will be changed to show as an **M** for cancel miscellaneous, with a new status date showing the date of cancellation.

P - PRIOR YEAR WARRANT CANCELLATIONS

Prior year cancellations are warrants that have been outstanding for a least one-year per [Idaho Code 67-1213](#). The State Treasurer's Office will refuse to redeem outdated warrants.

Warrants that are considered outdated are presumed unclaimed property per [Idaho Code 14-513](#). The state must follow the unclaimed property laws regarding outdated warrants.

As part of the fiscal year-end close process, the SCO cancels these outdated, outstanding warrants. The SCO transfers the cash to the State Tax Commission, Unclaimed Property Division or back to your agency, depending on Idaho Code.

FISCAL YEAR END WARRANT CANCELLATION REPORT (DAFR0149)

DAFR0149- RUNTYPE: WARRANT CANCEL PRELIMINARY

Around mid-March, your agency will receive a preliminary Fiscal Year End Warrant Cancellation report (DAFR0149). This report will show all outstanding (or stop payment) warrants that are old enough to be cancelled at the end of the year. The outstanding warrants must have an issue date older than July 1 of the current fiscal year.

NOTE: A warrant that shows a stop payment status is still considered an outstanding warrant.

Contact the vendors on this report to determine why the warrants have not been cashed per [Idaho Code 14-517](#), Sections 5 – 9.

You may need to cancel and reissue the warrant(s) since they may have been lost in the mail, etc. Follow the cancellation steps described earlier.

[SCO ONLY: To run this report, update the STARS descriptor table 75 with the date of the first day of the current fiscal year.]

DAFR0149- RUNTYPE: WARRANT CANCEL FINAL

At the end of the fiscal year, SCO will cancel any warrants still outstanding on the Fiscal Year End Warrant Cancellation report. Any warrants from the preliminary report that you cancel and reissue will no longer show on the final report.

During the first part of July, the SCO will run the final Fiscal Year End Warrant Cancellation Report (DAFR0149 **Final**). This shows all the remaining outstanding warrants with an issue date older than July 1 of the previous fiscal year (the fiscal year being closed). A copy of this report will be sent to all agencies that had warrants cancelled.

The SCO will run a program (a job) to transfer the cash for these cancelled warrants to the State Tax Commission, Division of Unclaimed Property, unless an agency can cite statutory authority that precludes the transfers.

The SCO uses the STARS Descriptor Table 22 as a tool to identify the funds that should revert to the agency or transfer to Unclaimed Property.

The return fund indicator (RT) on the Descriptor Table 22 can show one of two options:

- **0** - for sending cash shows the cash is to be transferred to State Tax Commission Unclaimed Property. The recipient must go to Unclaimed Property to collect the cash. Used for most funds.
- **1** - for sending cash to agency shows the cash is reverted to the agency into the fund from which it was written. . The recipient must go to the agency to have the warrant re-issued. Idaho Code normally identifies these funds/agencies

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 22 FUND		
<div style="text-align: center;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Return Fund Indicator</div> </div>		
<div style="text-align: center;"> <div style="display: inline-block; width: 100px; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="display: inline-block; width: 100px; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="display: inline-block; width: 100px; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="display: inline-block; width: 100px; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="display: inline-block; width: 100px; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="display: inline-block; width: 100px; border-bottom: 1px solid black; margin-bottom: 2px;"></div> </div>		
TABLE-ENTRY-KEY: 0349		
FUND (4)		
REFERENCE-DATA: B101100349 N		
TP, GRP, CCT, CCL, RT , CAF, RAG, INT		
TITLE: MISCELLANEOUS REVENUE		

All agencies with prior year warrants that are cancelled in this process must comply with the Unclaimed Property Act, which requires certain information be provided to the State Tax Commission, Unclaimed Property Section per [Idaho Code 14-517](#), Section 2.

Per the Administrator of the State Tax Commission - Unclaimed Property, the state agencies will have the following reporting requirements:

AMOUNTS GREATER THAN \$50.00:

The report for cancelled warrants greater than \$50.00 require the following information:

1. Warrant number, date issued and amount.
2. Full name and last known address of payee.
3. Social Security number, if available.

Forward this information to the Unclaimed Property Section of the State Tax Commission no later than July 31.

The STO, Unclaimed Property Section can furnish report forms for your use. Please contact them for additional information on the availability of this form. Computer printouts (such as spreadsheets) are acceptable, but must include all the required information.

AMOUNTS \$50.00 OR LESS

For items with a value of \$50.00 or less, you do not have to report detailed information to the Unclaimed Property Section. However, your agency must then maintain a record of the amounts, payee names, and last known addresses. To comply with [Idaho Code 14-531](#), your agency must retain these records for seven years.

Once the SCO cancels the warrants, the Current Status on the Warrant Control File will be changed to show as a **P** for prior year cancel, with a new status date showing the effective date of cancellation (June 30).

CANCELLING PAYROLL WARRANTS

The SCO Division of Statewide Payroll will reissue all payroll warrants. Agencies should send all payroll-related cancellation forms and supporting documentation to the Division of Statewide Payroll. Upon receipt of the documentation, the Division of Statewide Payroll will correct payroll, initiate the cancellation, and reissue the warrant. The reissued warrant will be sent to you to be forwarded to the employee.

The Payroll Cancellation line on the CANCEL form is for use by the SCO, Division of Statewide Payroll only. This is for warrants that have been voided through the state payroll manual void process. Agencies should not use this type of cancellation.

LOST PAYROLL WARRANT CANCELLATION

A lost payroll cancellation is when a state employee does not receive a payroll warrant or misplaces or accidentally destroys it. In accordance with Idaho Code 67-1022, have the employee sign and notarize an affidavit form. Follow the instructions below:

1. Your agency and payee should complete an AFFIDAVIT for cancellation of a warrant. [Click here to download an AFFIDAVIT form](#)
2. Make a copy of the completed AFFIDAVIT form and send it to the State Treasurer's Office.
3. Complete a CANCEL form. Fill in 142 in the agency code field. [Click here to download a CANCEL form.](#)
4. Attach the completed AFFIDAVIT form to the CANCEL form and send them to SCO, Division of Statewide Payroll. After processing, they will send the forms to SCO, Division of Statewide Accounting, for cancellation of the warrant.
5. Personnel in the Division of Statewide Payroll will reissue the payroll warrant. The warrant will be sent to your agency to be forwarded to the employee.

Once the SCO cancels the warrants, the Current Status on the Warrant Control File will be changed to show as an **L** for cancel lost, with a new status date showing the date of cancellation.

WARRANT DETAIL FILE (WD)

STARS uses the Warrant Detail File (WD) to store the detailed warrant transaction information such as the budget unit, index, PCA, fund, subobject, and the transaction amounts. If you cancel a warrant, STARS uses the information in this file to create an entry that is a reversal of the original transaction information. This reversal will also clear the amount from the balance in the STARS statewide Warrant Clearing fund.

POSTING TO THE WARRANT DETAIL FILE

STARS transaction codes that generate a warrant and post to the Warrant Control File will also post to the Warrant Detail File. Each individual transaction shows on the Warrant Detail File. This is a good file to use when researching detail information for vendor warrant questions.

The Warrant Detail file shows the transactions that were used to create the warrant, including the individual amounts, index and PCA, fund, and grant/phase. You can find information on the Warrant Detail file by knowing either the warrant number or the current document number.

VERSION 3.1		STARS--WARRANT DETAIL FILE SUMMARY INQUIRY					S048	
FUNCTION: N (R=RECALL, N=NEXT, S=SELECT WARRANT)								
AGENCY: 230		(WARRANT: 115525913 OR CURRENT DOCUMENT:)	
AGENCY NAME:		DEPARTMENT OF CORRECTION						
CURRENT								
SEL	DOC NO/SFX	WARRANT NO	INDX	PCA	FND/DTL	GRANT/PH	AMOUNT	
		INVOICE NUMBER		INVOICE DESCRIPTION				
—	D0422918 01	115525913	2024	44051	0001		8.99	
		597826			SO ID CORR INST			
—	D0422918 02	115525913	2024	44051	0001		25.97	
		597826			SO ID CORR INST			
—	D0422919 01	115525913	2024	44051	0001		304.64	
		600240			SO ID CORR INST			

ONLINE WARRANT FILES

All of the STARS Warrant files can be viewed online. You can find the status of a warrant by inquiring with a document or warrant number. STARS maintains all outstanding warrants in these online warrant files.

Redeemed or cancelled warrants are online for a period of four months. After four months, these records are removed from STARS and archived onto microfiche.

The SCO purges the warrant files on a monthly basis because the files are very large. The SCO and the State Treasurer's Office maintain the archived warrant information. If you need information on an archived warrant, e-mail the Accounting helpline at dsahelpline@sco.idaho.gov or call 332-8827.

The following screens display the files you use for warrant inquiry. Type **W** in the **FUNCTION** field of the STARS Main Menu to view warrant menu. Type the corresponding number of the inquiry you want, e.g., type **42** for Warrant Writing Inquiry.

VERSION 3.1	STARS--MAIN MENU	S010
FUNCTION: W		
D	DATA ENTRY	
F	FIXED ASSET ACCOUNTING	
I	ONLINE FILE INQUIRY	
R	REPORTING	
S	SYSTEM MANAGEMENT	
T	TABLE MAINTENANCE	
W	WARRANTS	
Z	SIGN OFF	

Another warrant file is available on the Online File Inquiry screen (**I** on the STARS Main Menu) - [68 Warrant Writing File Record Inquiry](#). This lists all transactions on the Warrant Writing Inquiry file, but with detail information on each transaction.

The Warrant Menu has four online warrant inquiry screens. The first three pertain to warrants, while the fourth pertains to Rotary Sight Drafts.

VERSION 3.1	STARS--WARRANT MENU	S019
FUNCTION:		
42	WARRANT WRITING INQUIRY	
47	WARRANT STATUS FILE MAINTENANCE/INQUIRY	
48	WARRANT DETAIL FILE SUMMARY INQUIRY	
56	ROTARY/SIGHT DRAFT INQUIRY	

- [42 Warrant Writing Inquiry](#) – lists all transactions by document number for your agency remaining in the warrant write file due to a negative accumulative total for a specific vendor.
- [47 Warrant Control File Maintenance/Inquiry](#) – lists each warrant and the status of each warrant that is outstanding or been recently redeemed or cancelled.
- [48 Warrant Detail File Summary Inquiry](#) – lists all warrants on the Warrant Control file but with detail information.

Details of these screens follows:

42 WARRANT WRITING INQUIRY

This inquiry lists all transactions by document number for your agency remaining in the warrant write file due to a negative accumulative total for a specific vendor.

To look up a record on the Warrant Writing Inquiry (WW) file, type **R** in the **FUNCTION** field, enter your agency number and the document number, and then press ENTER.

You can also enter just your agency number and press ENTER to recall the first record, and then use N in the **FUNCTION** field to scroll to the next record.

VERSION 3.1		STARS--WARRANT WRITING INQUIRY		S042	
FUNCTION: R (N=NEXT, P=PRIOR, R=RECALL)					
* * * * * DOCUMENT LEVEL DATA * * * * *					
AGCY: 230 DOCUMENT-NO: D0014268					
VENDOR-NO:		VENDOR-NAME:			
* * * * * TRANSACTION LEVEL DATA * * * * *					
D S	DOC	DUE			
M H	TRANSACTION ID	SUF	INDX	DATE	TC AMOUNT
	230200106074015000090	01	1000	060701	230 246.40-
DOCUMENT TOTAL:					246.40-

The screen displays all credit transactions (such as 230Rs) to vendors. Both debit and credit transactions will show in this file until the accumulative debit transactions are greater than the credit transactions.

68 WARRANT WRITING FILE RECORD INQUIRY

This screen displays more transaction detail than the warrant writing inquiry screen 42.

Type **I** for online inquiry in the **FUNCTION** field on the STARS Main Menu, and then type **68**. Enter your agency number and document number and then press ENTER.

VERSION 3.1		STARS--WARRANT WRITING FILE RECORD INQUIRY		S068	
AGCY: 230		DOCUMENT NO: D0014268 01			
BATCH AGCY: 230 DATE: 20010607 TYPE: 4 NUMBER: 015 SEQ: 00009 DUP REC IND: 0					
OPERATOR ID: MEL TID: EFF-DATE: 010607					
DISB METH:		DUE DATE: 010607 SH:		TRANS YR: 01 BFY: 01	
INDEX: 1000 FUND/DET: 0001		PCA: 01311		EXP-SUBOBJECT/DET: 5029	
REV SUBOBJECT/DET:		PROJ/PH:		GRANT/PH:	
TASK:		FAC:		LOC:	
EMPLOYEE CLASS CODE:					
INVOICE NO: 01140-30185		DESC: CREDIT ACCT# 600ALZ1143ZZZ			
DOC DATE:		REF DOC:		MOD:	
WARRANT AMOUNT:		246.40-		WARR NO: WW IND: 1	
CREATE DATE: 010607		CLAIM PRINT DATE:		WRITTEN DATE:	
VENDOR NO: 061381499 08		VEND NAME 1: CITIZENS COMPANY OF IDAHO			
		VEND NAME 2: CITIZENS COM CARRIER SERV			
SS FID NO:		VENDOR ADDR: PO BOX 20540			

VEND CITY: ROCHESTER

STATE: NY ZIP: 14602 0540

47 WARRANT CONTROL FILE MAINTENANCE/INQUIRY

This inquiry lists each warrant and the status of each warrant that is outstanding or been recently redeemed or cancelled.

To look up a record on the Warrant Control (WC) file, enter the warrant number and press ENTER.

VERSION 3.1		STARS--WARRANT CONTROL FILE MAINTENANCE/INQUIRY		S047
FUNCTION: N (R=RECALL, N=NEXT, C=CHANGE)				
WARRANT NUMBER: 115525913		DMI:		
AGENCY: 230 DEPARTMENT OF CORRECTION		ISSUE DATE: 040902		
VENDOR NUMBER/SFX: 820252080 03				
VENDOR NAME 1: ZAMZOWS INC				
VENDOR NAME 2:				
NEW STATUS:		STATUS DATE: 040902	AMOUNT:	339.60
DAILY BEGINNING STATUS: O		OUTSTANDING	O/S IND: O	
CURRENT STATUS: O		OUTSTANDING		
ABA NO:		FINANCIAL INST NAME:		
FINANCIAL INSTITUTION ACCT NO:		ACCT TYPE:		

- The warrant or EFT number is also the WC file record key. Warrant numbers are in the 100000000 – 999999999 range. EFT numbers are in the sequence 010000000 – 099999999. Expedite warrants are in the 009000000 sequence
- If the vendor receives their payments by EFT, the bank it was sent to is shown in the **FINANCIAL INST NAME** field
- The warrant status (described earlier in [Warrant Control Status](#)) is shown in the respective **STATUS** fields. **NOTE:** Due to established internal controls, online changes to a warrant's status is limited to the SCO.
- The **O/S IND** field shows the status as of the end of the previous month

48 WARRANT DETAIL FILE SUMMARY INQUIRY

This inquiry lists all warrants on the Warrant Control file but with detail information.

To look up a record on the Warrant Detail (WD) file, type your agency number and the warrant number or the agency-assigned document number and press ENTER

If you do not know the warrant number, you can type in your agency code and the document number of the transaction you entered to create the warrant.

VERSION 3.1		STARS--WARRANT DETAIL FILE SUMMARY INQUIRY					S048
FUNCTION: N (R=RECALL, N=NEXT, S=SELECT WARRANT)							
AGENCY: 230		(WARRANT: 115525913 OR CURRENT DOCUMENT:)
AGENCY NAME:		DEPARTMENT OF CORRECTION					
CURRENT							
SEL	DOC NO/SFX	WARRANT NO	INDX	PCA	FND/DTL	GRANT/PH	AMOUNT
		INVOICE NUMBER			INVOICE DESCRIPTION		
X	D0422918 01	115525913	2024	44051	0001		8.99
		597826			SO ID CORR INST		
=	D0422918 02	115525913	2024	44051	0001		25.97
		597826			SO ID CORR INST		
-	D0422919 01	115525913	2024	44051	0001		304.64
		600240			SO ID CORR INST		

Since this screen includes the invoice number and invoice description, use this screen to get information for a vendor who has lost the remittance advice

This screen shows the index, PCA, invoice number, description, and the amount entered on the transaction that created the warrant.

To select an individual document number, type an 'S' in the **FUNCTION** field. Press TAB to the **SEL** field next to the document number, type an S or X, and then press ENTER.

Once the warrant is recalled, you can interrupt to the Warrant Control file to check the status of the warrant.

WARRANT FORMS – HOW TO COMPLETE

Interactive PDF Forms are available online. They can be filled out on your computer and then printed or saved and e-mailed to the appropriate agency. Instructions for the STPPMT and CANCEL forms are also available on the SCO Web site.

The forms are:

- [Warrant or Rotary Sight Draft Stop Payment or Lift \(STPPMT\) form.](#)
- [Warrant Cancellation \(CANCEL\) form.](#)
- [Affidavit for cancellation of a warrant \(AFFIDAVIT\) form.](#)
To process a lost or destroyed warrant cancellation, attach a CANCEL form with original affidavit. You may fill in the warrant information for the payee. The payee must complete this form and return it to your agency. No data is entered into STARS from this form.
- [Forged warrant affidavit \(FORGERY\) form.](#)
To process a forged warrant cancellation, attach a CANCEL form with the original forgery affidavit. You may fill in the warrant information for the payee. The payee must complete this form and return it to your agency. No data is entered into STARS from this form.

WARRANT REPORTS – WHAT ARE THEY

DAILY WARRANT REPORT

<u>Report</u>	<u>Description</u>
DAFR4850	Daily Requestable Warrant Register Lists all of the STARS warrants issued on behalf of your agency in the STARS nightly IEU.

OUTSTANDING WARRANT REPORTS

<u>Report</u>	<u>Description</u>
DAFR0132	Outstanding Warrant List – Public Information Lists all of the warrants that are outstanding at the time this report is run. The detail includes the warrant number, the amount of the warrant, and the issue date. Does not include vendor numbers.

Report	Description
DAFR6880	Outstanding Warrant Report Lists all of the warrants that are outstanding at the time this report is run. The detail includes the warrant number, the amount of the warrant, and the issue date.
DAFR6890	Outstanding Warrant Detail Report Lists all of the warrants that are outstanding at the time this report is run. The detail includes the warrant number, the fund(s) written from, the amount of the warrant, and the issue date. The report is sorted by fund and issue date.

PAYROLL WARRANT REPORT

Report	Description
DAFR0225	Payroll Warrant Register Lists payroll warrants.

MISCELLANEOUS SCO WARRANT REPORTS

Report	Description
DAFR0114	Requestable Warrant Purge By Agy/Warrant Number Shows the warrant number, warrant amount, status date, warrant status, agency, vendor name 1, and vendor name 2. Lists the warrants that were purged from the Warrant Control/Detail files in warrant number order. Four months are retained in these online files. Purge example: Warrants not outstanding with a November or earlier date will be purged the second work day of April, etc. Special handling by SCO needed. Microfiche only, due to size
DAFR0296	Requestable Warrant Writing Exception Report Shows vendor payment transactions that were processed in STARS but have not created a warrant. View these transactions to determine if a cash refund from a vendor should be pursued or if other action needs to be taken to clear the transactions to pay the vendor.

Report	Description
DAFR0144	<p>Warrant Exception Report</p> <p>Shows the agency, invoice number, warrant number, transaction amount, vendor name, and a message line with an explanation for the exception.</p> <p>Lists the STARS transactions processed with a DMI with a stub indicator of V for variable, where the agency/user will provide the invoice information, but no stub record was interfaced with the transactions by the agency. STARS assigns warrant numbers, posts to the Warrant Control file, and creates this report. STARS instead of printing the warrant. If it is an EFT vendor, will not include the EFT on the bank file. SCO uses this report to cancel the records on the Warrant Control. The agency must interface the records again to STARS with the stub records.</p>
DAFR0145	Persi Outstanding Benefit Warrant Aging
DAFR0149	<p>Fiscal Year End Warrant Cancellation Report</p> <p>Lists all of the warrants that have been outstanding for at least a year. The report is run twice. Once as a preliminary cancel report in March, and again as a final cancel report when warrants are cancelled at fiscal year end. The detail includes the agency number, warrant number, warrant status, status date, vendor number and name, warrant amount, and a message area. Requires special handling to run report.</p>
DAFR0186	<p>Requestable Warrant Purge By Agy/Document Number</p> <p>Same as the DAFR0114 but sorted by agency then document number.</p> <p>Special handling by SCO needed. Available on microfiche only due to the size of the report</p>
DAFR0250	<p>Bank Recap Report</p> <p>Daily list of totals by bank for the State Treasurer's Office. Shows the bank number, name, current warrant count and amount, and accumulative count and amount by month.</p>
DAFR4870	<p>Warrant Control File Change Log Report</p> <p>Lists the online status changes made to a warrant each day. The report is sorted by the time of the status change. It shows the beginning and current statuses, both before a status change and after the status change. It includes the warrant number, agency code, warrant amount, vendor number and suffix, issue date, and last process date. The report cannot be requested for an individual agency. It is used by the SCO for tracking warrant cancellations.</p>

Report	Description
DAFR4841	Warrant Register Lists all of the warrants issued in the night's STARS IEU for all agencies. The report is in Agency order and is sorted by Disbursement Method Indicators (DMIs). Totals by DMI.